

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>AUTHORITY and REFERENCES: 505 KAR 1:130, KRS 15A.0652</b>
<b>CHAPTER: Juvenile Services in Community</b>		
<b>SUBJECT: Out-of-State and Out-of-Country Travel</b>		
<b>POLICY NUMBER: DJJ 610.1</b>		
<b>TOTAL PAGES: 3</b>		
<b>EFFECTIVE DATE: February 2, 2018</b>		
<b>APPROVAL: Carey D. Cockerell</b>		<b>COMMISSIONER</b>

**I. POLICY**

Youth who are traveling to another state in excess of twenty-four (24) consecutive hours shall have prior approval through Interstate Compact. Youth who are traveling to another country shall have prior approval through the Office of the Commissioner.

**II. APPLICABILITY**

This policy and procedure shall apply to all Public Offenders and Youthful Offenders, who are on conditions of supervised placement, probation, or placed in therapeutic foster care, private childcare, or hospital setting.

**III. DEFINITIONS**

Refer to Chapter 600.

**IV. PROCEDURES**

- A. When a committed or probated youth plans to travel to another state, the Juvenile Service Worker (JSW) shall complete a travel request and the required forms as outlined in DJJPP Chapter 2 (Interstate Travel). The request and required forms shall be forwarded through the Division of Community and Mental Health Services chain of command.
- B. Travel permits shall be mandatory for juveniles traveling out of state for a period in excess of twenty-four (24) consecutive hours and who have committed or which the adjudicated offenses or case circumstances include any of the following:
  - 1. Sex-related offenses;
  - 2. Violent offenses that have resulted in personal injury or death;
  - 3. Offenses committed with a weapon;
  - 4. Juveniles who are probated to DJJ;
  - 5. Juveniles who are state committed;
  - 6. Juveniles testing placement and who are subject to the terms of the Compact;

<b>POLICY NUMBER</b> <b>DJJ 610.1</b>	<b>EFFECTIVE DATE</b> <b>02/02/18</b>	<b>PAGE NUMBER</b> <b>2 of 3</b>
--	--	-------------------------------------

7. Juveniles returning to the state from which they were transferred for the purposes of visitation;
  8. Juveniles transferring to a subsequent state with the approval of the initial sending state; and,
  9. Transferred juveniles in which the victim notification laws, policies and practices of the sending and/or receiving state require such notification.
- C. A travel permit may be used as a notification of juveniles traveling to an out-of-state private residential treatment facility who are under the terms or conditions of probation or parole.
  - D. The permit shall not exceed ninety (90) days. If for the purposes of testing a placement, a referral packet shall be received by the receiving state's ICJ Office within thirty (30) days of the effective date of the Travel Permit. The issuing state shall ensure the juvenile has been instructed to immediately report any change in status during that period.
  - E. When a Travel Permit exceeds thirty (30) days, the sending state shall provide specific instructions for the juvenile to maintain contact with their supervising agency.
  - F. Authorization for out-of-state travel shall be approved through Interstate Compact when the sending state retains authority to approve travel the receiving state shall request an obtain approval prior to authorizing the juvenile's travel.
  - G. The JSW shall complete the interstate travel request with the youth and parent or caregiver.
  - H. The JSW shall submit the travel request to the Juvenile Services District Supervisor (JSDS) for approval.
  - I. If approved, the JSW shall submit the request to the Interstate Compact Administrator.
  - J. Youth who are adjudicated on a Class A or B felony, regardless of length of stay, all requests for out-of-state travel shall be routed through the chain of command for approval by the Deputy Commissioner of Community and Mental Health Services or designee .
  - K. Youth who are testing placement in another state the JSW shall have two (2) phone contacts per month with the youth and the parent or caregiver when an Interstate Compact referral for courtesy supervision is pending.
  - L. When a committed or probated youth plans to travel out of country the JSW shall complete a travel request. The travel request shall be forwarded through the chain of command to the Office of the Commissioner for approval.

<b>POLICY NUMBER</b> <b>DJJ 610.1</b>	<b>EFFECTIVE DATE</b> <b>02/02/18</b>	<b>PAGE NUMBER</b> <b>3 of 3</b>
--	--	-------------------------------------

**V. STAFF TRAINING**

The Juvenile Services District Supervisor, in conjunction with the Division of Placement Services, shall ensure that community staff are trained annually on Interstate Compact out-of-state travel procedures.

**VI. MONITORING MECHANISM**

The Division Director of Community and Mental Health Services or designee, in conjunction with the Quality Assurance Branch, shall develop monitoring protocols to be used by the Juvenile Services District Supervisor or Juvenile Services Specialist that review the administration of the Interstate Compact out-of-state and out-of-country travel procedures.